

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: September 9, 1977

TO: All Employees

FROM: Jeremiah T. Walsh, P.E.
Commissioner

SUBJECT: Implementation of Mayoral Executive Order No. 21, dated August 19, 1970 and Mayoral Executive Order No. 1, dated January 1, 1974

All employees of the Department of Buildings are directed to follow the procedures as hereinafter outlined if they learn of any incidents involving corruption or wrongdoing.

I hereby direct that all employees of the Department of Buildings immediately notify the office of the Inspector General upon receipt of any allegation or indication of corruption or wrongdoing, either on the part of personnel of the department or within the private sector dealing with this department. Such notification is to be carried out directly by the individual who becomes aware of corruption or wrongdoing, without discussing the particular matter with any other member of the staff of the department.

The employees concerned will telephone the Office of the Inspector General (566-5454, 566-5455 or 566-8992) and advise the investigator contacted that he has information which he wants to call to the attention of the Inspector General. He will then be governed by the instructions received from the Office of the Inspector General. Notification of the employee's supervisors and/or Department heads will be accomplished by the Office of the Inspector General. Any information mailed to the Office of the Inspector General via first-class mail or inter-office delivery should be addressed to the Inspector General, HPD, at 2 Lafayette Street, New York City, N.Y. 10007, and the envelope should be marked "CONFIDENTIAL".

Fred DeJohn, Inspector General, will serve as liaison with the Department of Investigation and take charge of all building department investigations. The Inspector General or his designated representative will review the information supplied and will notify the Department of Investigation.

1355

September 9, 1977

The Office of the Inspector General will conduct the investigation on the referred matter when directed to do so by the Department of Investigation.

The Office of the Inspector General will continue to conduct investigations on its own initiative to assure compliance with pertinent regulations, the integrity of department personnel, productivity and surveys of programs and policies established by the department.

I HEREWITH DIRECT THAT ALL DEPARTMENT EMPLOYEES LEND THEIR FULL SUPPORT AND COOPERATION TO THE INSPECTOR GENERAL. IN-HOUSE PROGRAMS, POLICIES, PRACTICES, MEMORANDA, RECORDS, REPORTS, ETC., WILL BE MADE AVAILABLE TO THE INSPECTOR GENERAL UPON REQUEST.

ALL PERSONNEL OF THE DEPARTMENT ARE DIRECTED TO PROVIDE THE INSPECTOR GENERAL AND HIS STAFF WITH INFORMATION REQUESTED, TO MAINTAIN AND INSURE CONFIDENTIALITY WITH REGARD TO THE INFORMATION PROVIDED ON MATTERS UNDER INVESTIGATION, AND TO ASSIST THE OFFICE OF THE INSPECTOR GENERAL IN ITS INVESTIGATIONS.


Jeremiah T. Walsh, P.E.
Commissioner

1356